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# logging In

PMA Solutions understands your needs are unique, and prides itself on the flexibility able to be delivered to tailor programs and processes that suit. With this in mind, PMA ensures all order processes proposed make the experience quick, easy and simple.

All your products are available via Trio's online ordering system, e-volve. To access this system, login to www.trio.co.nz and select your preferred login option.

Select 'Login: Place Orders' to order products stored in Trio's warehouse.

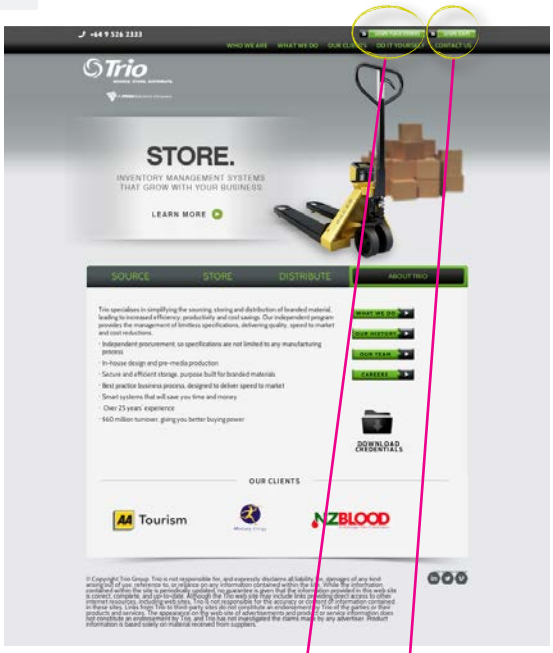
Select 'Login: DAM' to access digital assets and online templates.

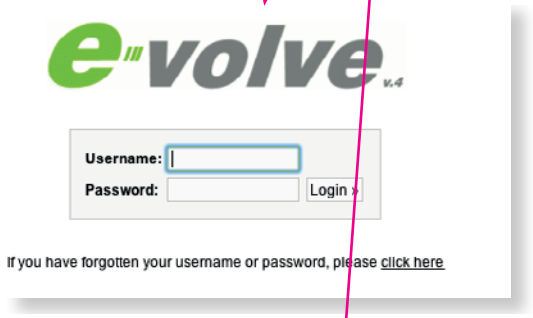
**Image 1**

Only authorised personnel are allowed access to this site, and you will need login details to gain access. These login details are case sensitive. Please keep these details safe.

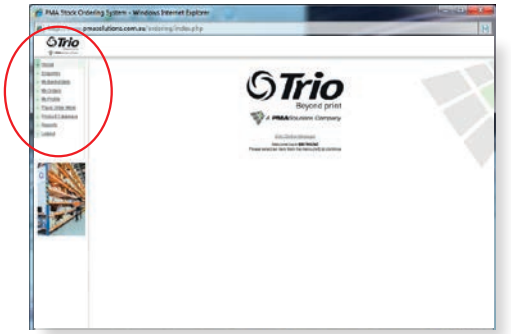
Upon gaining entry, select one of the options from left hand menu.

**Image 2**



**2. Menu**



# my profile

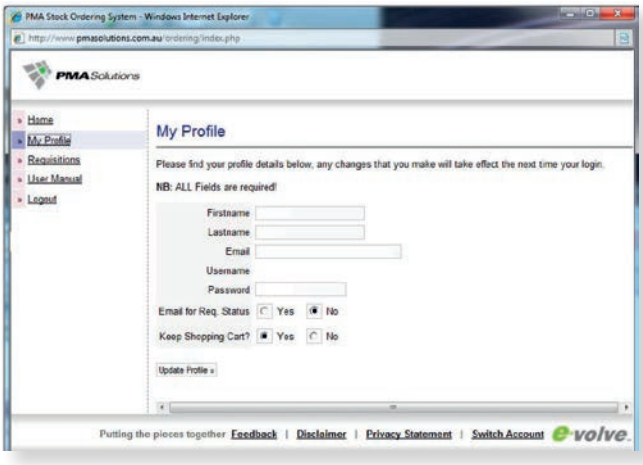
The first time you enter e-volve you select ‘My Profile’ to check all your details have been recorded correctly. This ensures you will receive the correct notifications.

Selecting Yes to ‘Email for Req. Status’ will prompt the system to send you an email each time your order progresses to the next stage, for example; picking slip spooling, currently being picked, despatched. The default setting for this option is ‘No’ due to the number of email updates you may receive.

Selecting Yes to ‘Keep Shopping Cart?’ will allow the system to record your orders for future reference.

**Image 3**

**3. My Profile**



# placing orders

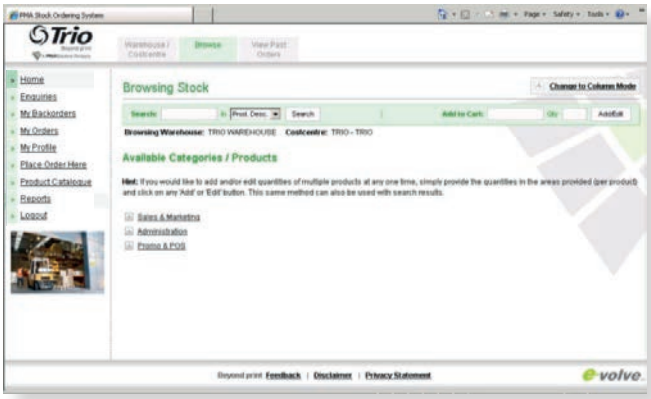
To order product, select 'Place Order Here'. Your preference are dictated by your surname and password. If you are an administration user you will have access to change cost centre.

Highlight the cost centre you want this order to be delivered to and select Continue. If your access is limited to ordering for Cost Centre, this screen will appear as a confirmation. Select Continue.

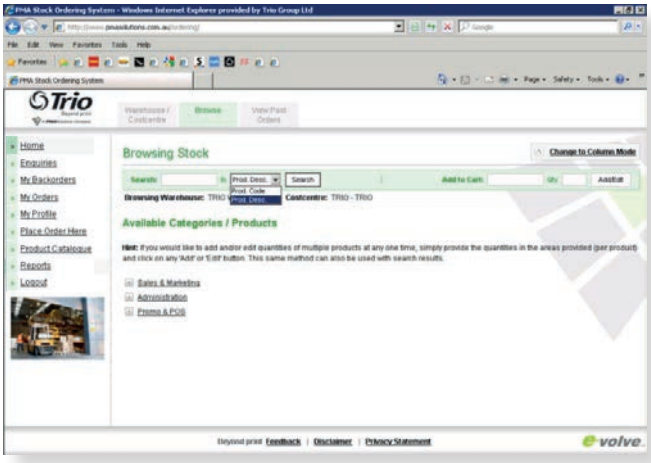
All products are placed within their product groups, for ease in locating and selecting your requirements.
**Image 4**

You can also browse for products using the search functionality where you can choose to search by product code or product description.
**Image 5**

### 4. Selecting Products




### 5. Selecting Products



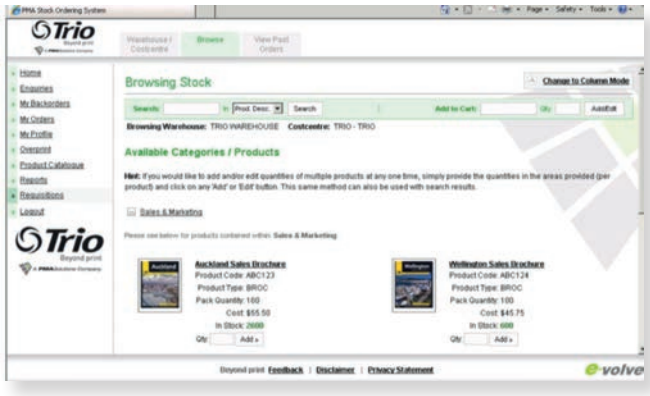
# placing orders

To display products under each group, click on the group heading.

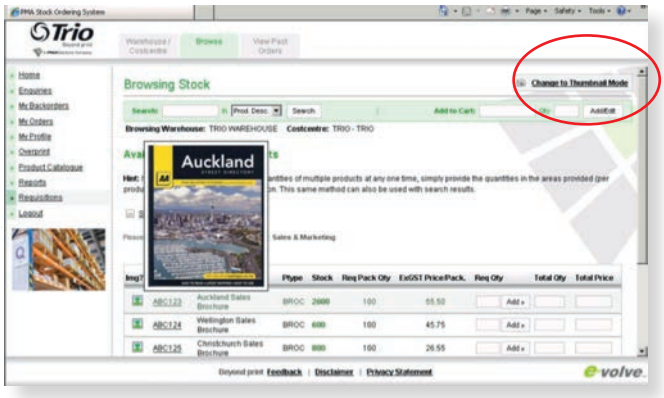
Details of the product including all product images with basic information for each product appears.
**Image 6**

By selecting 'Change to Column Mode' in the top right of the page the view updates. When holding the mouse over the icon in the 'Img?' column an image of the product appears for further clarity.
**Image 7**

**6. Browsing Stock**




**7. Change to Thumbnail Mode**



# placing orders

Entering the quantity you wish to order, and selecting Add displays your selected items within the Total Qty fields on the right hand side.
**Image 8**

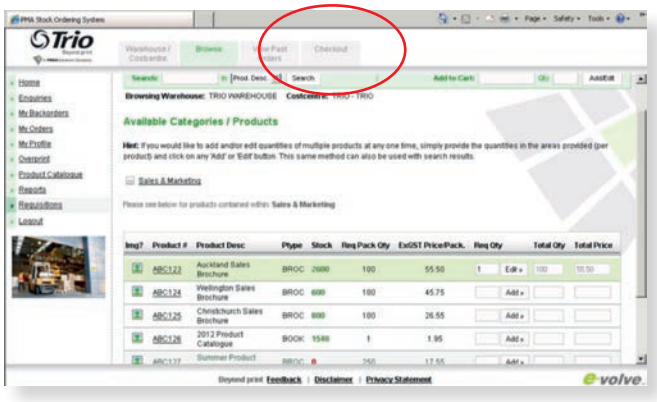
Once you have selected all the products you wish to order, select the Checkout tab a the top of the page.

In the Checkout section you must complete your delivery details, and check your order. Your address should be self-populated based on the Cost Centre you selected, but please check to ensure the accuracy.

You are able to upgrade the priority of your order by selecting 'Urgent'. Please note, this does not result in the products being despatched earlier, but will upgrade the freight service to that of an urgent service. This selection will result in increased freight charges being allocated to this order.

You are to enter a Customer Order Number here as a reference. This order Number will appear on the despatch note delivered with the goods and on the invoice that relates to the goods.

**8. Placing items in a Basket**


Trio
Available Categories / Products
Browsing Warehouse: TRIO WAREHOUSE
Home
Enquiries
My Backorders
My Orders
My Profile
Overprint
Product Catalogue
Reports
Requisitions
Logout
Sales & Marketing
Img? Product # Product Desc Ptype Stock Req Pack Qty ExGST Price/Pack. Req Qty Total Qty Total Price
ABC123 Auckland Sales Brochure BROC 2600 100 55.50
ABC124 Wellington Sales Brochure BROC 600 100 45.75
ABC125 Christchurch Sales Brochure BROC 800 100 26.55
ABC126 2012 Product Catalogue BOOK 1540 1 1.95
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evolve

# placing orders

You have the ability to enter additional comments, instructing Trio when preparing the order, or the freight provider when delivering the order.

This is your last opportunity to check the contents of the order. Should you want to make a change, you can Remove an item by selecting 'Trash', or change the quantity by simply typing over your earlier choice. Any changes must be followed by selecting Edit Cart Contents.

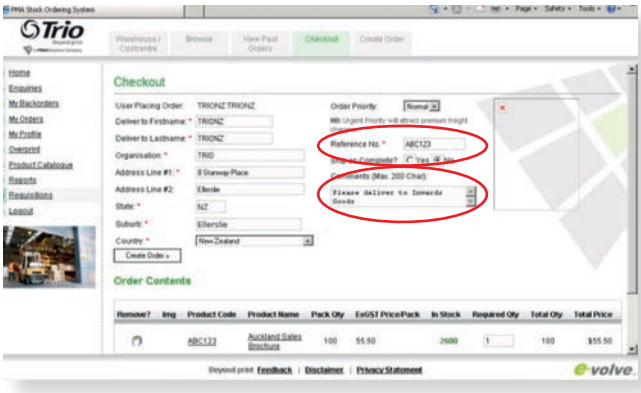
**Image 9**

Once you are happy that your order is complete, select Create Order.

If your order requires approval by an authoriser, they will be sent an email requesting they view the order and approve or reject it. If you do not require approval, selecting Create Order confirms your order and issues it as a picking slip in Trio's warehouse.

You will receive an email as a confirmation your order has been received by Trio. The email will include a PDF attachment of the order that was placed, for your records.

**9. Checkout**



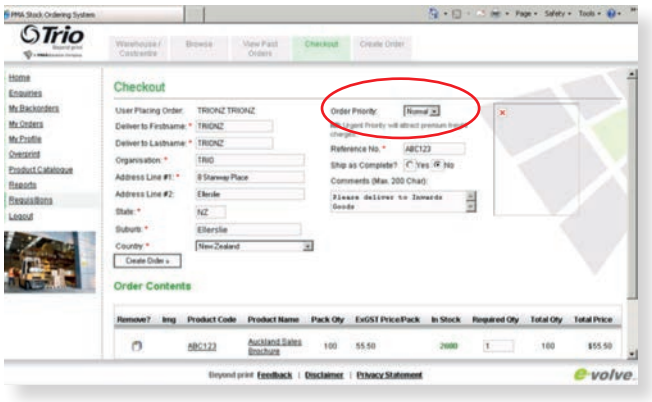
# urgent orders

Trio promises to despatch all orders received prior to 12pm on that same day. All orders received after this time will be despatched on or before the following morning.

If your order requires a more urgent delivery, select ‘urgent’ in the orders Priority as shown in **image 10**.

In the comments section, please advise at what time you require the deliver.

**10. Priority Orders**



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# FAQs

**Why can't I login?**
If you are experiencing technical difficulties, please contact one of our friendly staff on 09 526 2333 who will help determine what the issue may be.

**I'm not receiving  my order notifications.**
If you do not receive notifications that we have received your order or updates as the order progresses and would like to, please contact us on 09 526 2333.

**There is a product I need that  I cannot see.**
If you need to order a product and cannot find it in your electronic listing, contact us on 09 526 2333. They will advise you if the product is unavailable.

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# SOURCE. STORE. DISTRIBUTE.

## Online Assets

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# about

The asset system is designed to allow clients to book assets or loan equipment that is required for a fixed time period, and to arrange the return of these items when no longer required.

This document will guide you through the process for booking these items.

# booking an asset

Login to Evolve and select **Place an Order – Event Kit** from the left side menu.
**Image 1**

Select the **booking from** and **booking to** dates that you require the items for. Note that all items must be booked at least two clear working days in advance. You cannot select a weekend day for either the **booking from** or **booking to** days.
**Image 2**

Image 1

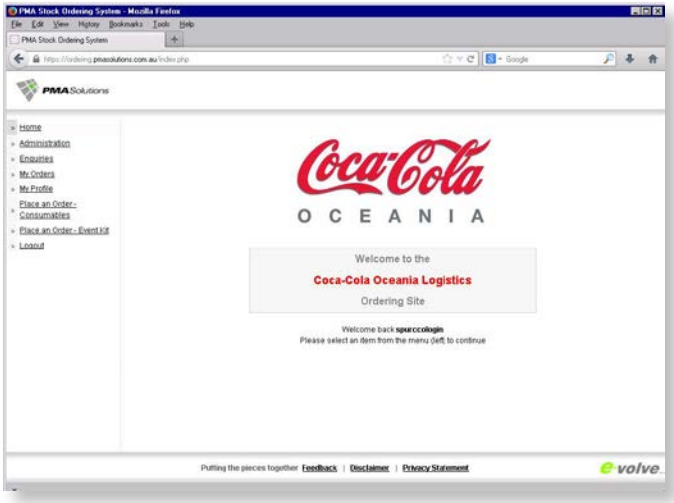



Image 2

# select your assets

Click on a product group name to expand it to show sub groups and then the products in those groups.
When you've found your item enter the quantity you require and click the **add** button.
The items you've selected will appear in your cart on the right side of the screen.
**Image 3**

Enter all Delivery details – all fields marked with a red asterix are mandatory fields.
If you wish Trio to pick up equipment when you've finished with it, please also enter the pickup details section.
When you're happy with your order, click on the green **Place Order** button.
**Image 4**

Image 3

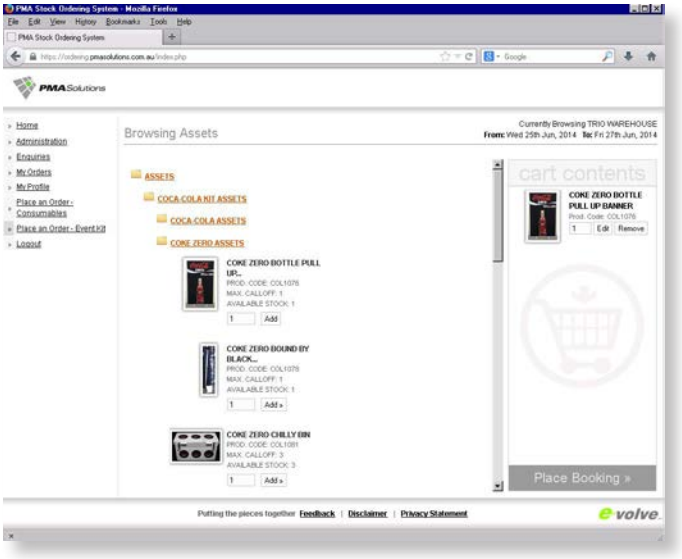
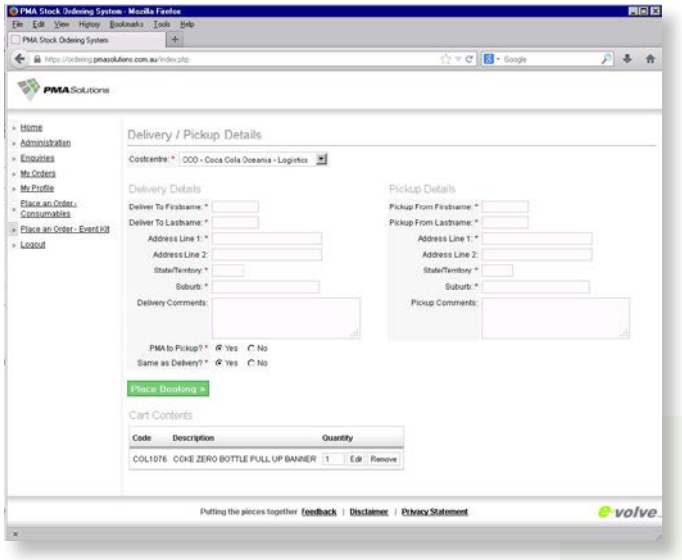



Image 4



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# Contact Details

As a service organisation we place great emphasis on the quality of our customer service.
Should you require any help whilst using the online system, please do not hesitate to contact one of our friendly staff on 09 526 2333.